



Land Disturbance/Site Development Permit Submittal Requirement

Clearing/Tree Removal LDP (DR, Sec.4.2, a.)

- [Application](#)
 - o Owner and Contractor's contact information, Business License, id, (insurance if applicable)
 - o Scope of work – describe thinning, tree removal; clearing does not permit stump removal (grubbing)
- [Concept/site plans](#) Minimum (2) sets at engineering scale to show required buffers, landscape strips and easements, clearing limits/tree protection areas with GIS topo, streams within 200 l.f., subject to additional review per GESA and City Code, Ch.109;
 - o Property lines with metes & bounds and all site dimensions
 - o Total site acres and proposed clearing area in square feet
 - o Zoning conditions and proposed land use
 - o Demolition Plan (if applicable) – show buildings & all impervious areas to be removed
 - o Tree protection plan, include required undisturbed or screening buffers and LS strips
- Calculated Disturbed Area/Acres _____
 - o If <240 sf, use appropriate minimum BMP's to prevent dirt from leaving the lot
 - o If >250 sf but <2000 sf, sketch plan with GIS topo and attach minimum BMP Green Book details
 - o If >2000 sf and <1 acre within a common development (subdivision), or within 200' of a perennial stream, or >1 acre, submit Erosion Sedimentation & Pollution Control (ESPC) plans by GSWCC certified designer.
- [Fees](#) for site review and Clearing permit (valid 60 days)

Clearing and Grubbing LDP (DR, Sec.4.2, b.) - All of the above and:

- Plans to show calculated Disturbed/Grubbed Area in total square feet (include fill, compaction, or cover) If not otherwise exempt, but no grading or impervious surface area is proposed, submit
 - o ["Erosion Control Affidavit"](#) and financial surety if > 1 acre (bond or LOC \$3,000/disturbed acre)
 - o Contractor's GSWCC blue card (if applicable)
- [Fees](#) paid for site review and C&G permit (valid 60 days)

Grading LDP (DR, Sec. 4.2, c.) – All of the above and:

- Drainage Plan (structural and vegetative) and Utility plans (survey to include all existing private and public easements)
- Prior to city review stamp, provide-*
 - o Approvals by Gwinnett County (for water, sewer, fire (not for SFR) or septic systems; check GC ROW)
 - o Agency approvals with jurisdictional review as applicable (EPD, COE, FEMA, GC DOT, GA DOT)
- If >1 acre or within 200 ft. of a perennial stream or Single Family residential lot disturbing >5 ac.
 - o Submit SESPC Plans (NPDES in 3 phases) by GSWCC authorized registered professional certification and checklist:
 - o Submit notarized [Erosion Control Affidavit](#) and financial surety if > 1 acre (\$3,000/disturb acre)
 - o Submit proof of complete NOI and NPDES permit approval from EPD (State NPDES fees \$40/dist. acre)
 - o Submit supervising contractor's GSWCC blue card
 - o Pay City LIA NPDES permit fees (\$40/dist ac)
- [Fees](#) for plan review and Limited Grading permit (limited to first phase ESPC installation)

Reference: [Lilburn Development Regulations](#)



Land Disturbance/Site Development Permit Submittal Requirement

Site Development SDP (all of the above, and...)

- [Application](#) for SDP
 - Owner and Contractor's information, Engineer/Designer's contact information on each plan sheet
 - Contractor's License, id, insurance, GSWCC Blue Card (if applicable)
 - Scope of work - include phasing and associated area/acres, land use and proposed business use
 - Erosion Control Affidavit if disturbance >2,000 sf and surety if > 1 acre
 - Multiple review fees may apply
 - No building permit shall be issued prior to recording of final plat
 - [Residential Subdivision Development Plans](#) (Sec. 10.2) shall at a minimum include Certified Boundary Survey and Exemption or Preliminary Plat Application
 - Non-residential and multi-family sites shall provide at a minimum: [Site Plan](#) and [Certified Boundary Survey](#) or [Final Plat](#).
- [Site Development Plans](#) (See DR Sec. 10.6) shall conform to approved Concept Plan, Clearing/Grubbing and Grading plan requirements above and GA State ESPC and City of Lilburn development regulations; engineered by GA Licensed professional and ESPC plan by a GSWCC certified designer and further address:
 - Project Boundary and Phases
 - Environmental features, floodplain, stream buffers, wetlands, etc. (see Ch. 109)
 - All adjoining property owners and zoning/overlay district, density/development patterns (see Zoning Ord)
 - Zoning, special use permits, conditions, and variances
 - Access and circulation, adjoining streets, drive up/drive thru lanes, ride-share pickup/drop off
 - Parking, guest parking, sanitation/dumpster enclosure, service/delivery and ride-share
 - Grading/Drainage plan and proposed Utilities
 - Power/overhead lines, gas, existing and proposed streetlight poles
 - Water, fire hydrant(s)
 - Sewer or septic (if new, provide applicable approval)
 - Stormwater Assessment/Management **as applicable***
 - Buildings (existing and proposed)
 - FFE, footprint, dimensions, height, entrance(s), canopies, decks, outdoor space/plazas
 - Front, rear, and side elevations and/or photographs of architectural features
 - Color palette and materials (or samples) for exterior facades and roof (Overlay Districts)
 - Tree Protection and Landscape Plan, required buffers, open space, landscape strips, parking lot trees, and TDU/acre, no-access easements – berms, walls and fence details/gates
 - Walls >4'ht must be engineered, permitted separately, and certified post-construction
- Approvals required prior to City permit:
 - Gwinnett County -approved/stamped plans following review by Fire Marshal (except stand alone SFR), DWR water and Sewer
 - Environmental Health (if septic/conversion or restaurant or swimming pool, etc.)
 - Others as applicable If environment or development warrants, (see Ch.109)
- [Fees](#) must be paid prior to permit/placard issuance
- Submit PDF of all approved plans and prepare to keep a set on site.

Reference: [Lilburn Development Regulations](#)



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***Stormwater Management and Post-Construction Maintenance (DR, Sec. 8.2) IF APPLICABLE**

1. Calculate Impervious Surface Area. If >5,000 sf new or redeveloped or if adding or redeveloping >50% of parking area:
 - Schedule pre-submittal mtg and review post-construction stormwater ordinance.
 - Submit Stormwater Concept Plans (Sec. 8.2.7.c) with Hydrology/Storm Water Analyses (2) designed in accordance with Gwinnett County Stormwater Management Manual (GCSM), sealed/signed by GA licensed professional.
 - Hydrology study and stormwater plans shall consider better site design practices (Green Infrastructure/LID) to manage Runoff Reduction and Water Quality Detention, Channel Protection, Flood Protection, Downstream analysis, as well as ease of Inspection and Maintenance for end user.

2. If total land disturbance > 1.0 acre (43,560 sf) as Primary (or Tertiary) permittee
 - Submit NOI w/SESPC plans with appropriate permittee checklists (stand alone, common, infrastructure) to EPD (via GEOS) for NPDES permit
 - Provide NOI/State NPDES permit and fees (\$40/ disturbed ac) paid
 - Prepare to pay City NPDES fees \$40/disturbed acre
 - Provide WQ Monitoring, weekly/rain event inspector contact
 - GSWCC Blue Card for on-site supervisor of all land disturbing activities

3. If new BMP's proposed, review required CDC documentation; BMP Maintenance Agreement
 - Arrange for Storm As-Built survey/hydro study and certifications per GSMM checklists for City review 3 weeks prior to Final Plat/CO or Building Permits
 - Arrange for CDC package; Site Maintenance Agreement and BMP Maintenance Agreement w/Legal Access Easement and 18-month Bond -for city review – and recording prior to plat/CO
 - Review 12 and 18-month inspection/certification requirements for BMP bond release
 - Arrange for NOT to terminate State NPDES permit